

LIBRARIAN I

NATURE OF WORK

This is entry level, professional library work requiring technical skill and knowledge in the field of library science.

Work involves the application of professional library principles and procedures to a variety of library operations. Work is performed under general supervision with employees exercising independent judgment in the disposition of routine work matters. Work decisions are made in accordance with departmental policies and procedures. Work may include classifying and cataloging library materials; providing customers with research assistance; evaluating and selecting materials; developing and providing library services for children and adults. Supervision is received from a professional or an administrative supervisor with work being reviewed through observation of performance, conferences and the quality of services provided. Supervision may be exercised over paraprofessional and/or unclassified library personnel.

EXAMPLES OF WORK PERFORMED

Supervises staff in providing library services; evaluates performance; interviews and selects job applicants.

Searches a wide range of data bases using various command formats.

Catalogs and classifies materials in accordance with national cataloging standards and rules; assigns call numbers and subjects as access points for the public.

Instructs and trains staff in providing library services according to professional library guidelines.

Provides library customer education such as bibliographic instruction, tours and preparation of bibliographies; interprets elements in bibliographic record to library customers.

Evaluates and interprets customers' questions and decides on appropriate library resources for response.

Develops and plans programs for children and young adults; evaluates adult or children's library materials for retention or discard in accordance with collection development policies; selects adult and children's books and other materials such as reference tools, periodicals, and audio-visual aids for purchase based on collection evaluation and customer needs.

Uses, instructs others, and provides formal training for staff in the use of library reference tools such as indexes, almanacs, atlases, directories, bibliographies, encyclopedias, public access catalog, etc.

Instructs library customers and staff in use of new technologies such as automated information products.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of the role of the library as an educational and information agency.
- Knowledge of the history and philosophy of public libraries.
- Knowledge of the current practices in librarianship.
- Knowledge of the theories of creating, collecting, organizing, accessing and preserving information for use.
- Knowledge of the principles of library administration and organization.
- Knowledge of research materials and information sources.
- Ability to do original cataloging and classification.
- Ability to identify problems or trends that may arise in the library and make recommendations for their solutions.
- Ability to organize work and follow through on assignments with attention to detail.
- Ability to assist customers in locating and interpreting desired information.
- Ability to identify and interpret elements in bibliographic records.
- Ability to establish and maintain effective working relationships with coworkers, and to deal with the general public in a tactful and courteous manner.
- Ability to plan, organize, supervise, assign and evaluate the work of subordinate employees.
- Ability to communicate effectively both orally and in writing.
- Ability to interpret rules, regulations and policies, and to make decisions in accordance with established precedent.
- Ability to perform basic climbing, reaching and lifting in order to lift, move and retrieve materials.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a Master's Degree in an ALA-accredited library science program and experience working in a library setting or experience in a supervisory or training capacity.

Eligible for Nebraska Public Librarian Certification — Level V.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's Degree in an ALA-accredited library science program; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved By: _____
Department Head

Personnel Director

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